***Hellgate High School – Capstone Committee***

**Monthly Meeting**

**Wednesday, September 03, 2014, 3-4pm**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

This leadership team will review, discuss, and revise the current capstone requirements to meet the student and staff needs and to ensure alignment with the 21st Century Model of Education.

In attendance: Julie Epperly, Britt Hanford, Nancy Larum, Linda Cordial, Brian Connelly, Caroline Lurgio, Debbie Hendricks, Rhian Clark, Michael Staats, Alan Pfister, Lisa Moser, Beth Huguet, Courtney Christopher, Charlene Young, Lisa Hendrix, Liz (parent of junior), Marios (student) and Debra Sears (parent of senior).

**Agenda & Meeting Minutes**

Facilitator: Principal Note taker: Beth Huguet

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| **Topic** | ‡**Notes** |
| 2015 Graduates Timeline | \*Principal explained the focus for this meeting being on the 2015 seniors. Lots of correspondence to her office from interested students and parents.  \*Discussion for this year’s timeline:  -Principal expects at least 100 presenters out of this current year.  - Concern about overlap between this year’s seniors with juniors  starting in January.  -Advantages of full year: new incoming seniors have time to spin up about the  program, equity with previous class of having the 9 months, and more quality of  projects.  -Disadvantages of full year: some believe they procrastinate no matter what length we give them, letter was already given out stating they have to present in January so many have already felt rushed and have made decision not to do.  Sidebar conversation:  -One member felt two issues impede the projects in general: 1) students struggling. with writing and are not supported through the English classes anymore and 2) students need deadlines—propose writing component deadline be first semester  -Question: what do we want the capstone to look like?  -Principal: this is an blank slate so we can create  -Question: the how piece has been already created by the district capstone committee which has stated the capstone needs to meet the outcomes articulated in the 21st century document.  Vote: *Full Year vs half year*—majority voted for full year (September-April)  -One member went on record wanting the timeline condensed from Nov-Feb./she withdrew her idea after hearing from staff.  - Another member stated that many  *Vote of Presentation Month:* 14 for April, 2 for March—April was majority |
| Capstone Components: Keep, Drop, Create | Writing Component: 2 pieces—formal (research paper), informal (reflection)  -One member likes panel of graders for paper. Another member believes that staff voted for options #4 & #6 because most of the staff want panel graders. Another member wants us to make sure attention is paid to ESL and Special Education students.  -Advantage of all staff grading: everyone gets the training of how to assess.  Vote: All voted for panel graders.  -Reflection Piece: One member wants to be done at the presentation time, not have to reflect afterwards. Another member said the reflection should be on the project and the presentation should be separate.  -Due when the final portfolio is due.  3rd Piece/Graphic: is already a graded portion of the presentation, therefore, no need to consider as a separate multi-genre piece. |
| Coordinator? | Principal asked for volunteers for Coordinator:  -One member shared the MOU articulation for Capstone Coordinator.  -One member shared the legislative intent of the MOU if student count was minimum such as Willard and Seeley, then 1 period or stipend would be offered.  -3 members all volunteered per MOU if another employee took a period from any of them.  Creation of handbook for this year:  -Principal asked for volunteers to work as a team to do the handbook.  -One member weighed in that the handbook is digital and really easier to be managed by one person.  -Principal offered a member to be paid curriculum pay to update the handbook. All were in agreement to this offer. |
| Advisors? | How do we re-structure either Thursday early-outs or set time aside to advise?  Informal times to meet to advise for this year only 2015 graduates—all were in agreement—no change to Thursday early-outs. |
| Summary of Decisions | 1. Year-long project timeline—September through April. 2. Formal (research paper) writing piece due in January and graded by panel of volunteers. 3. Informal (reflection) writing due with final portfolio. 4. Portfolio and Presentations will stay the same. 5. Volunteer advisors will be informally provided time to meet with advisees. 6. October 1 meeting will address:   -coordinator possibilities  -transcript designation  -possible options of accountability integrated into courses |
| Added note by Principal post-meeting. | I will have an assembly for Seniors who are opting to complete a Capstone project on  Thursday, September 25, 2014 from 10:30-11:00 in the auditorium to handout binders and deliver instructions. (Only Seniors interested in the capstone project will be released from 4th period for the assembly. All others will remain in class) |

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.